Codecinella Tech Interview Sprints
Updated August 2017

Definitions:
1. Interviewee (job applicant): person being interviewed, likely a computer science student.
2. Interviewer (volunteer): person conducting the interview, likely a professional software developer.

General format:
1. Multiple simultaneous mock interviews happening in one room. (6-8 at once).
2. Interviews are 30 minutes each.
3. A facilitator/time keeper will announce the beginning and end of the interview time period.

4. One professional plus one job applicant on interview side.
5. One job applicant being interviewed.
6. Permissible for others to sit in and listen on any interview (silent observer).

7. If others are in the room and not actively participating in a mock interview, recommend that people pair up and practice interviewing with each other.
8. There will be several 'facilitators' in the room to help explain the format to newcomers (people who arrive at the room after the process has begun).
9. Suggested interview questions and position descriptions will be provided.

Guidelines for interviewers:
1. Read resume of interviewee.
2. Interview for 20 min.
3. Provide feedback for 5 min.
4. Ask at least one technical question.
5. Come dressed professionally.

Guidelines for interviewees/job applicants:
1. Bring at least two copies of your resume.
2. Be prepared to answer technical questions.
3. Come dressed professionally.
4. Be on time.
5. Because this event has a wait list, if you reserved a ticket, either show up or cancel your ticket at least 24 hours prior to the event so that another may fill your time slot.

Day of:
1. Provide three sample job descriptions.
   a. Junior front end developer
   b. Junior software developer (java/C#)
   c. Junior database developer
2. Provide sample interview questions.
3. Warmup table
   a. People waiting for their time slots pair off and interview each other
4. Bring case of water.
5. Volunteers should be there before 5:45 pm (5:30 would be good).
6. Interviews start promptly at 6:00 pm and end by 9:00 pm.

Guidelines for master of ceremonies/ facilitator plus assistants:
1. Tell us when 5 minute left.
2. Strict ending at 25 min, 5 minutes to transition.
3. Interviews start at on the hour and half-hour (6:30, 7:00).
4. Keeps an eye on new arrivals.
5. Answers questions any individual may have.
6. Makes decisions as needed.
7. Attendance check in for job applicants.

Codecinella do ahead of time:
1. Assign work shifts to interviewers/volunteers ahead of time.
2. Six shifts each.
3. Identify which table they sit at.
4. Identify backup interviewers.
5. Name cards/table tents.

Ground rules:
1. No video or audio recording allowed.
2. Act professional and respectful.
3. Ask only questions that pertain to the job description or their resume.

Disclaimer:
This is all volunteer. We are not recruiters. We are not representing any companies.